

S-E-C-R-E-T

25X1

REGULATION

TRAINING
May 1958

JUNIOR OFFICER TRAINING PROGRAM

SYNOPSIS: This regulation prescribes the general policies governing the Junior Officer Training Program, the qualifications and procedures for entrance therein, and the responsibilities of Agency officials in carrying out the purposes of this program.

Rescission: Regulation [] dated 15 August 1956

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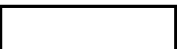
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1. GENERAL

a. THE PROBLEMS

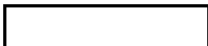
The Agency faces two problems in the development of its professional manpower: It has to meet the heavy current demands put upon it by the intelligence consumer and it has to prepare its manpower to meet future demands at an increasingly higher level of professional skill. It has not often been able to withhold employees from the immediate task until they are trained to perform at a level equal to the exacting requirements of a truly professional intelligence service. National intelligence is a relatively new profession in the United States and one whose doctrine and techniques are neither taught nor widely known outside the intelligence community. This means that, although the newly recruited intelligence officer brings some academic competence to his job, he is suddenly called on to relate his abilities to the peculiar requirements of intelligence, and he must do this learn techniques and procedures while meeting insistent consumer demand for a finished professional product.

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b. THE PROGRAM

The Agency has established the Junior Officer Training Program (JOTP) as one means of meeting these problems. This program aims at identifying new recruits and on-duty personnel with high potential for career development; assigning them to a training status; equipping them, through formal training and controlled duty assignments, with skills appropriate to Agency needs; and then releasing them for permanent placement. The program is based on ~~recognition of the principle that~~ the following principles: Part of the Agency's personnel resources must always be invested against future needs and anticipated attrition. ~~and that its~~ Professional personnel must be given the training and preparation required to discharge the Agency's ~~many-sided mission.~~ complex responsibilities. The effective use of manpower depends on placement appropriate to the individual's abilities. The individual who experiences the incentive of an appropriate assignment will develop attitudes toward the service which will impel him to become a member of the Career Staff.

2. POLICIES

a. PURPOSE

The purpose of the JOTP is to select and prepare highly qualified young men and women for a professional career in the Agency. This purpose will be carried out through:

- (1) Analysis of their professional potential; and
- (2) Development and direction of flexible programs of career preparation, ~~appropriate~~ adapted to Agency needs and ~~tailored~~ fitted to the individual's capacity, leading to ~~permanent~~ appropriate placement.

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b. ON-DUTY PERSONNEL

All on-duty Agency personnel who meet the qualifications described in this regulation are encouraged to apply for admission into the JOTP. Agency officials will therefore employ the JOTP as a means of developing the professional potential of personnel currently under their jurisdiction and of providing them with the specialized and advanced training they will need are also encouraged to provide opportunity for such personnel to enter the JOTP. This program affords an excellent means of developing the professional potential of qualified personnel to fill positions of increasingly greater responsibility within the Agency.

c. FORMAL TRAINING PHASE

The formal training phase of the JOTP will be built around a basic curriculum in the principles and methods of intelligence production, operations, and support activities, thus imparting the basic professional knowledge that the well-equipped intelligence officer should possess. It will be followed by a tailored program of controlled duty assignments and advanced training. Since the tour in the JOTP will be the equivalent of a regular duty assignment, the Junior Officer Trainee (JOT) will have opportunity for promotion, based on the quality of his performance, within the framework of Agency regulations.

d. DURATION

The length of time the JOT spends in the JOTP, normally about two years, will depend on such factors as:

- (1) Analysis of the JOT's potential and aptitudes;

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- (2) The quality of his performance in training courses and duty assignments; and
- (3) The eventual assignment for which he is being prepared and the training required for such assignment which, in the case of intensive language and area training for example, may extend over a prolonged period.

When the JOT is prepared to undertake a permanent assignment, he will be recommended for transfer and released from the JOTP. If at any time the JOT fails to meet the standards established for the JOTP, he may be dropped from the program. In such event, he may be referred to the Office of Personnel for reassignment or his employment may be terminated ~~by the actions of Separation (Disqualification) or Separation (Inefficiency) in accordance with Regulation~~ in accordance with the regulations 25X1 which govern the separation of all Agency employees.

3. RESPONSIBILITIES

a. DEPUTY DIRECTOR (SUPPORT)

The Deputy Director (Support) will fix the ceiling on the number of JOT's at any given time.

b. DIRECTOR OF TRAINING

The Director of Training will:

- (1) In collaboration with the Director of Personnel:
- (a) Plan, direct, and administer the JOTP;
 - (b) In concert with the Deputy Director concerned, determine which of the professional positions in the Agency can be appropriately filled by JOT's; and

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- (c) Recommend to the Deputy Director (Support) the number of JOT's to be entered into the JOTP at any given time;
- (2) Select JOT's, and prescribe and supervise their programs of training and career preparation;
- (3) Determine the length of time the JOT spends in the JOTP, in accordance with his projected assignment and the training appropriate to it; and
- (4) Recommend permanent placement to the Director of Personnel.

c. DIRECTOR OF PERSONNEL

The Director of Personnel will:

- (1) Be responsible for the external recruitment of candidates for the JOTP;

~~The Deputy Directors will ensure that the objectives of the JOTP are met by:~~

- (2) Assist the Director of Training ~~and the Deputy Directors~~ in identifying qualified JOT candidates from among on-duty Agency personnel; and
- (3) Upon the recommendation of the Director of Training, accomplish through the appropriate Career Service the permanent placement of all JOT's when they have completed their programs of career preparation.

d. DEPUTY DIRECTORS

Deputy Directors will:

- (1) Identify and make available for the JOTP on-duty Agency personnel of high career potential,
- (2) Accommodate and supervise JOT's in temporary duty assignments as prescribed in their programs of career preparation, and
- (3) Report periodically to the Director of Training on the quality of the JOT's performance.

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- (4) Nominate a representative to serve on an advisory panel which will assist the Director of Training in the selection of candidates for the Junior Officer Training Program.

4. PROCEDURES

a. ELIGIBILITY FACTORS

- (1) To be eligible for the JOTP, a candidate must:
- (a) Have a college education or, in the case of on-duty Agency personnel, its equivalent in experience;
 - (b) Be medically qualified for full duty/general;
 - (c) Be qualified to undertake assignments of any degree of sensitivity;
 - (d) Be willing to undertake any assignment, anywhere, at the convenience of the Agency (in each instance, the Director of Training will give full consideration to the particular capabilities, interests, and personal circumstances of the individual); and
 - (e) Possess a high degree of professional potential, as determined by the Director of Training after analysis of all available data.
- (2) In those cases where a candidate is otherwise highly qualified, the Deputy Director (Support) may grant waivers to the conditions set forth in sub-paragraphs (b) and (c) immediately above.
- (3) JOT's will, in general, be in grades GS-5 through GS-12 and be between the ages of 21 and 35. However, exceptions may be made in respect to both grade and age by the Deputy Director (Support).

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b. IDENTIFICATION AND NOMINATION OF ON-DUTY PERSONNEL

- (1) Potential JOT's may be identified from among on-duty Agency personnel in any one of various ways, including the following:
 - (a) By application of the individual;
 - (b) By supervisors;
 - (c) By Heads of Career Services;
 - (d) By the Director of Personnel, on the basis of his analysis of Fitness Reports and other records of performance in the Agency; or
 - (e) By the Director of Training, on the basis of his analysis of professional testing results, assessment programs, and training-course evaluations.

~~(2) Over and above those candidates identified and nominated according to the procedures described above, each Deputy Director will nominate, annually, no fewer than five candidates, meeting the qualifications established for the JOT, from among the personnel under his career service jurisdiction.~~

- (3) In all cases, the application or nomination will be submitted to the Head of the appropriate Career Service who will indorse it to the Director of Training, through the Director of Personnel. The Director of Personnel will review the application or nomination and recommend action to the Director of Training.

c. SELECTION

After analyzing the individual's career potential, the Director of Training will select JOT's on the following bases:

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- (1) Inspection of the personnel file, including college and university records, the recruiter's report of interview, and, where appropriate, that of the university consultant. In the case of present employees, special attention will be given to Fitness Reports and other records of performance in the Agency;
- (2) Assessment and Evaluation Staff, Office of Training reports;
- (3) Personal interviews;
- (4) Reports of medical clearance; and
- (5) Reports of security clearance.

d. SERVICE DESIGNATION

When a candidate is selected for the JOTP from external sources, he will be assigned to the Office of Training and will receive an ST service designation for his tenure in the JOTP. Individuals selected for the JOTP from among on-duty personnel will be assigned to the Office of Training and may retain their service designations.

e. MILITARY DUTY

Draft eligibles and members of ROTC programs may be selected for the JOTP, in accordance with Agency agreements with the military services. The JOT will not be relieved of his military obligation but will discharge it through active duty, normally including service on detail to the Agency in a military capacity.

f. OVERSEAS DUTY

With the concurrence of the Deputy Director (Plans), an overseas assignment may be part of the JOT's career preparation. His tour will be of the same length as that prescribed for all Agency personnel.

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g. PLACEMENT IN PERMANENT ASSIGNMENTS

- (1) The JOT, on completion of his program of career preparation, will be recommended for permanent placement by the Director of Training. This recommendation will be based on prior consultation between the Director of Training and officials of the relevant Agency office.
- (2) The Director of Personnel, through the appropriate Career Service, will accomplish the permanent placement of the JOT.
- (3) A JOT selected from among on-duty personnel will be permanently placed in accordance with his individual capabilities and the best interests of the Agency and will not necessarily rejoin his original office on completion of his tour in the JOTP.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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